VACANCY NOTICE

POSITION: Office Professional Elementary (anticipated)
LOCATION: Seth Whitman Elementary School
START DATE: July 27, 2020
HOURS: 8 hours per day/10 month position
SALARY: OP Elementary - $13.00/hour
QUALIFICATIONS/EXPERIENCE: See attached Job Description

Proficiency Test required at the time of interview

Qualified applicants should complete an online application at www.district100.com. All current employees must submit an application under “Internal Applicants” within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Posting: February 25, 2020

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status.
Office Professional Elementary

Job Description

Position: Office Professional (OP) Elementary

Reports to: Reports directly to the Principal

Terms of Employment: 10 months

Basic Function: Under the direction of the Building Principal or Principal designee demonstrates effective interpersonal relationship skills by greeting all visitors courteously and attempts to meet their needs to the best of his/her ability in accordance with the District 100 Service Excellence Standards.

Qualifications:

1. High School diploma or equivalent
2. Experience with Word, Excel, Google Drive, e-School, PushCoin, basic NovaTime, basic Business Plus (some positions)
3. Ability to demonstrate Service Excellence in all interactions with people
4. Basic office skills (answering phones, filing, operation of basic office equipment such as copiers, fax, email, electronic calendars, etc.)
5. Ability to multitask
6. Good organizational skills
7. Ability to handle confidential information in a discreet manner
8. Ability to work well and collaborate with others
9. Ability to maintain confidentiality and discretion when dealing with school employees and public

Primary Responsibilities for this posted position:

1. Develops a positive, welcoming and caring climate in the Office.
2. Confront a variety of student and parent complaints, excuses, and problems on an hour-to-hour basis.
3. Prepares and types a variety of correspondence, reports, requisitions, forms, building handbook, form letters, newsletter articles, press releases (i.e. honor roll), etc. from notes and rough drafts. Responsible for the proper format, accuracy of content,
typographical accuracy, proper grammar and logic.

4. Assembles and maintains building records and reports.
5. Assists with the registration of students and/or transfers to other schools and districts.
6. Processes/cleans up cumulative folders before sending them to middle school buildings.
7. Handles telephone communication, takes messages, and routes calls to appropriate parties.
8. Sorts, posts and/or handles mail.
9. Maintains an effective filing system (i.e. for requisitions and purchase orders, employees absences and substitute teachers, etc.)
10. Directs visitors to proper office and notifies appropriate personnel.
11. Maintains accurate attendance records and notifies parents of absenteeism when appropriate.
12. Assist with employee timekeeping through the NovaTime system.
13. Serves as a student contact. Assists students sent to office by a teacher, nurse, etc. Resolves their problems if possible or sends them to the proper party for help
14. Checks in supplies whenever appropriate.
15. Schedules conferences/meeting (e.g. parent/teacher annual conferences.)
16. Coordinate paperwork with Sodexo for free and reduced school lunches.
17. Notify district homeless liaison of any possible homeless students.
18. Notify district residency auditor of any questions regarding residence within a district or attendance area.
19. General bookkeeping including maintain accurate accounting records for activity accounts (e.g., general activity fund, student council funds, field trips, etc.)
20. Performs other related tasks may be assigned from time to time.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on Evaluation of Professional Personnel.